

Richmond-Shimada Friendship Commission

Wednesday, December 6th, 2023

Minutes

---(In-Person + Zoom Call for Non-Commissioners)---

Zoom Link (For Non-Commissioners):

<https://ci-richmond-ca-us.zoom.us/j/81541002778?pwd=dmdUWmJzN3JTc05DQThGNmFPdVBpZz09>

Meeting ID: 815 4100 2778

Passcode: 020222

1. Call to Order and Roll Call at 6:04 pm

(Highlighted Yellow or checked Names Attended)

- Jamie Brown, Chair
- Valerie Snider, Vice Chair, Treasurer
- Maryann Maslan, Secretary
- Evan Sirchuk, Commissioner - Absent
- Arianna Rodriguez, Commissioner
- Trina Jackson-Lincoln, Staff Liaison
- Mary Marable, City of Richmond
- Esther Takeuchi, Commissioner
- Zelda Holland, Commissioner
- Ana Speros - of the Hercules sister city association
- Cesar Zepeda - City Council Member

-Debra Aboytes a constituent joins via zoom

- Newly appointed commissioner Mindy Pines newly appointed on 12/5

2. Reading and approval of November's minutes

Discussion and outcome: November has two items for correction.

- a) Move the discussion and outcome item for section e. directly under (i).
- b) Item for the treasurer's report to note that Mary Ann has passed the item to Valerie for the JETAAC item.
- c) Jamie moved to approve the minutes as amended. Maryann seconded. All approved.

3. Agenda Review

4. Treasurer's Report

Discussion and outcome: We received \$50 reimbursement from JETAANC & Trina deposited it into the larger account. Mary Ann mentions no updates for the rotary and mentions that the next rotary meeting should be occurring 01/24.

5. Secretary's Report (Newly Added item)

Discussion and outcome:

- a. Maryann will coordinate the preparation of the meeting minutes with Trina and Mary. Jamie requested that the minutes be available by the Wednesday after the meeting. Maryann and Jamie will share their notes from the meeting with Trina and Mary.
- b. Jamie mentions trying to establish a process for the meeting agenda's to have it in advance.

6. Other Commissioner's Reports

Discussion and outcome:

- a. No additional commissioner reports

7. Old Business (to be actioned or archived)

Discussion and outcome:

- a. Commission Membership Update
 - i. New member interest
 - ii. Draft Flyer to distribute around Richmond and East Bay

1. [Updated Flyer - Draft](#)

- a. A QR Code has been added on the flyer.
- b. Flyer is not the top priority but aiming for a January 2024 rollout.

- b. City Council report: End-of-year written report

Discussion and outcome: Jamie has a draft report to present to councilmembers the link is provided below:

- i. [\(Draft\) Report to the City Council](#) - To submit to City Council this week, please review and comment
 - a. To do: Link the report to the commission page.
- c. Richmond Rotary Application for Financial Support - Maryann's update
 - a. Mary Ann mentions that the rotary will have a update by January 2024
- d. 2024 Delegates Student recruitment

Discussion and outcome: Commission is happy with the revised application. Additional edits will be made to move towards a more finalized version.

- i. Review updated student flyer/application instructions (Evan/Valerie)

- a. The application needs to revise the estimated costs section of the application introduction. The commission agrees that presenting a slightly higher estimated cost for the round-trip ticket may be helpful for participants, so they know what to expect since flight prices have been more costly post pandemic. The commission has paid for participants traveler's insurance. Ana suggested using a travel agent to help manage future trips.
 - b. Add a section that advises participants to bring additional funds for incidental items. As housing and food costs are covered by the Sister City host.
 - c. Commission needs to decide the application deadline 1/15/24 or 1/22/24? Ana suggests 1/22/24
- ii. WCCUSD review/approval of student flyer/application instructions
 - a. There is a need to get this application item to WCCUSD for review and approval as soon as possible for student distribution.
 - b. Anna suggests that a subcommittee be formed to inquire about and to discuss the WCCUSD distribution process.
 - c. Jamie motions to create a subcommittee based on Anna's recommendation. Valerie seconds the motion and the commission passes it unanimously.
- iii. Develop contact list for schools
- e. Draft Risk Management Policy

Discussion and outcome:

- i. Draft Policy to be complete by February 2024
 - a. Send completed policy to Takeo
- ii. [Student Exchange Risk Management Policy \(Draft\)](#)
 - a. Jamie motions for an application roll out subcommittee. Mary Ann seconds the motion the commission passes it unanimously. Ariana, Valeries and Anna will be on the subcommittee.

- f. Richmond Sister Cities Ground Golf Tournament - Placeholder
8. New Business
- Discussion and outcome:** Commissions can discuss new appointments for the commission, but only City Council can approve new commissioners.
- a. New Commissioner Application - Mindy Pines
 - i. [Mindy Pines Application \(Restricted Access\)](#)
 - b. Richmond Student Application Review Criteria (Subcommittee Valerie and Evan)
 - i. Establish Subcommittee to review past years' criteria and update as necessary
 - a. Marilyn has forwarded to Valerie the criteria matrix used to evaluate and score students. A question arises regarding application criteria: Richmond resident vs. WCCUSD student.
 - c. Shimada Youth Ambassadors March 2024 Visit
 - i. Shimada has confirmed 8 students (6 girls, 2 boys; 5 jr high, 3 high school) and 2 adult chaperones
 - ii. Youth Ambassadors will visit from March 20th - March 28th
9. Calendar Look-ahead
- a. January 2024 Commission Meeting: January 10th
 - i. Prep for 2024 Shimada Student Ambassador Visit in March;
 - ii. **Richmond Ambassador Applications due January 15th**
 - b. February 2024 Commission Meeting: February 7th - Prep for 2024 Shimada Student Ambassador Visit in March
 - c. March 2024 Commission Meeting: March 6th - Final meeting before Shimada Student Ambassadors Visit
 - d. **March 20th - 28th - Shimada Student Ambassadors Visit Richmond**
 - e. April 2024 Commission Meeting: April 3rd
10. Good of the Order/Adjournment